APA Checklist

Do you meet all of the APA requirements?

Page Set-up

☐ Create a header that includes the paper title (in all caps) and page number
  ⇒ The title page ONLY should include “Running head:” before the all-caps title
☐ Title page should include the title of the paper, your name, and the institutional affiliation.
☐ Title page information should be centered and in the middle of the page

General Formatting

☐ One-inch margins on all sides (found under “Page Layout”)
☐ Times New Roman font, size 12 (including the title page)
☐ Title should not be bolded, italicized, or underlined
☐ Brackets around words in a quote that are NOT part of the original text
☐ No extensive endnotes or footnotes

Abstract

☐ Should be on its own page
☐ Center “Abstract” at the top of the page — no bolding, italicizing, or underlining
☐ Should be 150-250 words — one solid paragraph with no indentation
☐ Include topic, question, participants, methods, results, data, analysis, and conclusion
☐ At the end, indent once and include keywords, with “Keywords:” italicized once, but the words themselves in regular format.

Source: Purdue Owl, APA handbook
Headings

<table>
<thead>
<tr>
<th>Level #</th>
<th>How it’s formatted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Centered, Bold, Uppercase and Lowercase</td>
</tr>
<tr>
<td>2</td>
<td>Left-aligned, Bold, Uppercase and Lowercase</td>
</tr>
<tr>
<td>3</td>
<td>Indented, bold, lowercase with a period.</td>
</tr>
<tr>
<td>4</td>
<td><em>Indented, bold, italicized, lowercase with a period.</em></td>
</tr>
<tr>
<td>5</td>
<td><em>Indented, italicized, lowercase with a period.</em></td>
</tr>
</tbody>
</table>

In-Text Citations

- Should list the author’s last name, year of publication. For example: (Robinson, 2005)
  - If the author is unknown, cite the source by its title in the signal phrase
- For short quotations, include the page number at the end if possible, preceded by “p.” For example: (Robinson, 2005, p. 8)
- Use a block quote when the quotation is 40 words or longer
  - Set it apart from the rest of the text by indenting one inch (i.e. pressing “tab” TWO times)
  - Put the citation in parenthesis at the end, AFTER the closing punctuation mark
- Always keep the year of publication with the author’s last name. If the author’s name is mentioned when introducing the quote, put the publication year in parenthesis after it and exclude the name from the citation. For example: Robinson (2005) said, “Writing is fun” (p. 8).
- Citing sources with two authors: (Robinson & Hope, 2005)
- Citing sources with three to five authors: (Robinson, Hope, Williams, Cooper, & Lawrence, 1993)

References

- Begins on a new page, separate from the rest of the paper
- Capitalize ONLY the first word in the titles of books, articles, etc. EXCEPT for proper nouns and the first word after a colon.
  - If it’s a journal, capitalize all major words

**Book:** Last name, first initial. Middle initial. (year of publication). *Title* (edition number). Place of publication: Publisher.

**Journal/article:** Last name, first initial. Middle initial. (year of publication). Title. *Title of periodical, volume number* (issue number), page numbers.

**Website:** Last name, first initial. Middle initial. Title. *Title of website, volume number* (issue number). Retrieved from URL.

*(Good generators for APA citations are: bibme.org and knightcite.com)*

Source: Purdue Owl